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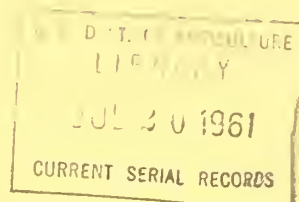


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STATION PAPER No. 6

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# STYLE MANUAL

for Publications

by E. vH. LARSON

*U. S. Department of Agriculture  
Forest Service*



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Northeastern Forest Experiment Station  
102 Motors Avenue  
Upper Darby, Pa.

## FOREWORD

This material is planned to help you prepare your manuscripts. It is intended for authors, typists, and anyone else who takes part in preparing manuscripts.

If you follow these general rules, and submit your papers to the Station in the form suggested here, the work of processing your manuscripts will be made easier and faster. Good manuscripts will help us to live up to our publication policy: "Better publications, published more promptly."

The material presented here is based primarily on the publication policy statement issued in January 1947 by the Washington Office and on the Style Manual of the Government Printing Office. It includes only those style rules that apply to the kinds of material most often encountered in our station publications.

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This paper was first issued June 1947. The present edition was slightly revised February 1958 by Robert T. Hall, Publications Editor in the Chief's office, as a part of the Research Publications Handbook.

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# STYLE MANUAL

for publications

by E. vH. Larson <sup>1/</sup>

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## GENERAL FORMAT

These instructions apply to manuscripts submitted for processing by the Station at Philadelphia as station notes or station papers. In general, they apply also to manuscripts submitted to the Washington Office for publication by the Department of Agriculture.

## PAPER

Use white bond paper for the original (ribbon copy) and lightweight white paper for carbon copies. Manuscript paper with lines already numbered in light blue (form FS-26) may be used for drafts which will be reviewed. (The numbers permit quick reference to any statement or phrase by reviewers.)

## COPIES

Submit manuscripts in one ribbon copy and one carbon copy. For station publications only the ribbon copy need be complete with illustrations.

In typing manuscripts, change the carbon paper often enough so that each carbon copy is clear and readable. Type on only one side of the paper. (FS-26 review manuscript paper is supplied in lightweight as well as regular bond.)

## MARGINS

Use a margin of at least  $1\frac{1}{2}$  inches at top and left, 1 inch at right and bottom of the page.

## SPACING

Double-space the text.

Use single-spacing only for footnotes, figure titles, and quoted matter of more than five lines.

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<sup>1/</sup> Editor, Northeastern Forest Experiment Station.

## QUOTED MATTER

Short quotations are written as part of the text, enclosed in quotation marks. Example:

...early lumbermen in the 1860's found "valleys, hillsides, and mountains covered with a dense growth of white pine and hemlock, among which were splendid specimens of hardwoods." White pine and hemlock were heavily cut...

Quoted matter of more than five lines is typed single-space, and indented three spaces. If it is obvious that it is a quotation, no quotation marks are needed. Here, for example, is a paragraph quoted from the Washington Office publications policy statement:

The purpose of research in the U. S. Forest Service is to obtain and disseminate information needed to manage and utilize with progressively increasing skill all forest and range lands and resources to promote the Nation's welfare. Effective and prompt presentation of essential results is thus an indispensable part of research. Accepting public money for research carries with it the obligation of making the results known and useful to the public.

## PARAGRAPHING

Indent the first line of a paragraph seven spaces.

Begin each page with a new paragraph. Do not start a paragraph below the middle of a page unless you are fairly certain it will go on the page. If you should figure it wrong, you can single-space the last six lines, so long as you leave at least a  $\frac{1}{2}$ -inch margin at the bottom of the page.

## NUMBERED LISTS

Items can be enumerated in two ways: (1) Run together in a paragraph, like this, or (2) in a list. If the items are long and complicated, they will be hard to read if you run them together in a paragraph. If more than three items are enumerated, the list is generally better.

A simple list of short items may be centered in the page. Example:

The following data were recorded:

1. Diameter class
2. Species
3. Vigor class
4. Site
5. Stand-size class
6. Mortality

A list of longer items, or numbered paragraphs, should be typed in the following manner:

A few fundamental characteristics of the species should be borne in mind in planning forest-management practices for this forest type:

1. The principal species are prolific sprouters.
2. The oaks bear heavy seeds. They rely on gravity for dispersal. Rodents and insect larvae destroy a large part of them. The red oaks start to bear seed annually at about 30 years of age, with heavy seed yield at 2- to 3-year intervals.
3. Red maple bears light, wind-dispersed seed annually, starting at an early age.
4. The principal species will endure only a moderate amount of shade.
5. Oaks need ample crown space to grow vigorously.
6. The present stands are even aged.

## PAGE NUMBERS

Number each page in a manuscript consecutively, including table pages and appendix. Start the numbering with the first page of text (do not number the foreword or table of contents pages, or frontispiece illustrations). Put the number at the bottom of the page. Use the following form for page numbers:

- 1 -

Pages carrying illustrations but no text matter should be numbered, for example, 3A, 6A, indicating that the illustrations are to follow text on pages 3 and 6, respectively. Also, if you want to insert a page in a manuscript, give it the number of the preceding page, followed by an alphabetical letter, like this: - 1A -. To insure that the inserted page will not be lost or overlooked, handwrite or type "Page 1A follows" at the lower right corner of the preceding page.

## HEADINGS

Major headings are centered. If only one grade of heading is used in a manuscript, it should be as follows:

### One Grade Only Used

Two grades:

### FIRST OF TWO GRADES

### SECOND OF TWO GRADES

Three grades:

### FIRST OF THREE GRADES

### SECOND OF THREE GRADES

### Third of Three Grades

Four grades:

### FIRST OF FOUR GRADES

### SECOND OF FOUR GRADES

### Third of Four Grades

### Fourth of Four Grades

A first-grade heading (usually it is a chapter or section heading) should not be typed below the middle of the page. Preferably it should be at the top of a page.

If paragraph headings are used, they are typed this way:

Paragraph headings. --Note the use of the period and the dash. Only the first word in the heading is capitalized. Ordinarily this type of heading is used only when there is a series of such paragraphs. Do not include paragraph headings in the table of contents. Paragraph headings may be used under any type of center heading.

### ABBREVIATIONS

Abbreviations may be used in tables to save space. Abbreviations may be used rather freely in material inside parentheses, and in footnotes. They may be used in the text to a limited extent. For example, a constant repetition of "diameter at breast height" in the text would be tiresome and unnecessary; so we use "d.b.h." But do not overwork abbreviations. Here are some abbreviations that are commonly used:

bd. -ft.	board-foot, board-feet
CCC	Civilian Conservation Corps
C.	centigrade
cu. ft.	cubic foot, cubic feet
d.b.h.	diameter at breast height
(Capitalized D.b.h.)	
Dr.	doctor
F.	Fahrenheit
Fig.	figure
gal.	gallon
hp.	horsepower
i.b.	inside bark
M	thousand (no period)
M.b.m.	thousand feet board measure
(or M bd. -ft.)	
o.b.	outside bark

Avoid using symbols for abbreviations, such as ' (feet), " (inches), # (number), % (percent), & (and). These should not be used in the text. Even in tables, they can usually be avoided.

For spelling and capitalization see G.P.O. Style Manual first. If a ruling is not found there, use Webster's New International Dictionary.

## BOTANICAL NAMES

The first time the common name of a botanical species (or biological species) is mentioned in the text, it may be followed by its scientific name in parentheses. The scientific name need not be used more than once. Examples:

Ground pine (Lycopodium obscurum var. dendroideum Michx.) is often found on site II.

Poor sites have redcedar (Juniperus virginiana L.) and post oak (Quercus stellata Wang.).

## COMPOUND WORDS

A compound word is a combination of two or more words joined together either with or without a hyphen. For detailed rules on compounding, see G.P.O. Style Manual.

Words are compounded to express a unit idea (man-hours, dovetail, lumberman). Words used together in regular word order are not compounded if their meaning is clear (cutting system, oak forest, generally used method). Hyphens are used not only to join the words, but to keep the components separated for ease of reading (A-frame, man-of-war, man-hours) and to prevent misunderstanding (co-op, re-treat, un-ionized). The spelling of a plant name or animal name is never changed when it is used as a unit modifier.

The only simple rule that can be given is: two or more words used as a unit modifier are hyphenated if the meaning would be less clear without hyphens. Examples:

wood-using industries  
growth-drain relationship  
low-quality material  
clean-boled trees  
old-age stagnation  
volume-per-acre figures  
stand-size classes

15-county area  
10-year growth  
 $\frac{1}{2}$ -acre plots  
two 16-foot saw logs  
15-year cycle  
5- to 10-acre plots  
2-inch-diameter tree  
three-fourths inch

Here is a list of some words we use often:

age class	deadline	kiln-dry
air-dried	dieback	knothole
air-dry	Douglas-fir	Knutson-Vandenberg Act
air-seasoning	dry kiln	land-grant colleges
all-aged	Dutch elm disease	landowner
axhead	even-aged forest	land-use program
axman	ex officio	law enforcement officer
		layoff
backfire	farmland	layout
backwoods	farmwork	leafmold
band mill	farmworker	lookout
bandsaw	fastgoing	lumberjack
Bankhead-Jones Act	Federal-aid program	lumberman
Bankhead-Jones Farm	fieldbook	lumberyard
Tenant Act	fieldman	
barkcutter	fieldworker	man-caused fires
barkpeel	firebreak	man-hours of work
beetle-killed trees	fire control assistant	manpower
big-game animals	fire control planning	marshland
blister rust	fire-danger rating	microclimate
blowdown	fire fighter	micro-organism
blowup	fire-fighting equipment	millowner
bottom land	fireline	millstock
bow saw	fireplow	millwork
boxboard	fire prevention plans	millworker
boxcar	firewarden	mine prop
boxwood	fire-weather forecasts	multifunctional
breakdown	firewood	multiple-use forest
broadleaf	flood control program	management
broadleafed	flood control survey	nailpuller
bunkhouse	forest exchange acts	nationwide
burned-over areas	forest fire control agencies	national-forest land
burnover (noun)	forest fire protection	non-Federal lands
byproduct	forest land	Norris-Doxey Act
	forest-land owner	
campground	forest pest control	old growth
campsite	Forest Pest Control Act	old-growth timber
campstool	forest tree seeds	orchardland
carload	frostline	ovendry
catchall	fuelwood	overall
Clarke-McNary Act	full-time employee	overmature
cleanup	fully stocked	
clear-cut land		paperboard
clear cutting	Government-owned (owned	paper mill
clearheaded	by U. S. A.)	part-time employee
cordwood	grainland	pastureland
cropland	groundspeed	payroll
crossband		peacetime
crosscut	handmade	percent
cross section	heartwood	per diem employee
crosstie	highlight (nonliteral)	pickup
custom-sawed		pineland
custom sawing		pinewoods
cutover area		pinyon-juniper
	insect control problems	
	insect-killed timber	

Pittman-Robertson Federal-  
     aid program  
 plantlife  
 plowpoint  
 poletimber  
 polewood  
 Port-Orford-cedar (so spelled  
     because it is not a true  
     cedar)  
 postwar  
 powerline  
 prewar  
 prima facie evidence  
 privately owned land  
 pulp mill  
 pulpwood  
 quartersaw  
  
 rainfall  
 rain forest  
 rain gage  
 ranchhouse  
 rangeland  
 regionwide  
 resource management plans  
 right-of-way  
 riverbed  
 river bottom  
 roadbuilder  
 roadmap  
 rockfill  
 rockslide  
 rootbound  
 runoff  
  
 sandbar  
 sandfill  
 sawdust  
 saw log  
 sawmill  
 saw setter  
 sawtimber  
 saw tooth  
 saw-toothed  
 second-growth timber  
 seedbed  
 seed-tree cutting  
 servicewide  
 shearpin  
 sheepshearing  
 shelterbelt  
 shelterwood  
 shortcut  
 skidroad  
 slowdown  
 slowgoing  
 smokechaser  
 smokejumper

snowline  
 snowmelt  
 snowplow  
 social-economic benefits  
 softwood  
 special-use permit  
 statewide  
 stockpile  
 stockraiser  
 stormflow  
 streambank  
 streamflow  
 subregion  
 sustained-yield practice  
 Sustained-Yield Unit Act  
 tax-delinquent land  
 timber access roads  
 timber cutting practices  
 timberland  
 timberline  
 timber management policies  
 timber sale agreement  
 timber sale receipts  
 timber stand improvement  
 time-consuming (preceding  
     the word modified)  
 timesaving  
 trailmaker  
 tree-planting machine  
 truckdriver  
 truck trailer  
 turnabout  
 turnaround  
 turnup  
  
 very well protected watershed  
  
 wartime  
 waterflow  
 waterpower  
 watershed  
 watershed management plans  
 weedkiller  
 weekend  
 well-drained soil  
 well-informed (preceding the  
     word modified)  
 well-known (preceding the  
     word modified)  
 white pine blister rust  
 widowmaker  
 wildfire  
 wild land  
 wildlife  
 wildlife management plans  
 windbreak  
 windfall

windfirm  
 winterkill  
 winter-sports area  
 woodcutter  
 woodland  
 woodlot  
 woodpulp  
 woods crew  
 woodsman  
 work-improvement proposal  
 workload  
 workload analysis  
 worldwide  
 wornout  
 worthwhile (u. m.)  
 worth while (adv.)  
 worthwhileness  
  
 yearlong employee

Use hyphens in technical  
 compound units of  
 measurement:  
     board-foot  
     horsepower-hour

Omit hyphens in 2-word  
 modifiers if the first word is  
 a comparative or a superlative:  
     better drained soil  
     higher quality timber  
     highest priced grade

Omit hyphens in predicate  
 modifiers of comparative or  
 superlative degree, or if the  
 second element is a past  
 participle:  
     The area is drought stricken.  
     The paper is fine grained.  
     This material is fire tested.  
     This place is best known.

## FOOTNOTES

Footnotes are used to make minor explanations of materials in the text. They are also used for literature references.

Footnote references. --Superior numbers<sup>1/</sup> are used to refer to footnotes. A footnote number should be raised slightly, underscored, and followed by a slant. It should follow the principal word it refers to. It may follow any punctuation mark except a dash. In a data column in a table, a footnote reference should go in front of a numeral: <sup>2/</sup> 1.08.

Footnote references are numbered consecutively from beginning to end of the manuscript. (Tables are footnoted separately.) Two footnote references occurring in the same place are separated by a space. <sup>3/</sup> <sup>4/</sup>

Footnotes. --The footnote itself should be typed immediately following the line in which the footnote reference is placed. It is single-spaced, between ruled lines, and is indented as a paragraph. Here is a sample paragraph:

In spite of this past heavy cutting, the northern hardwood forests are still more important to the Anthracite Region than any other type. They occupy 28.9 percent--922,700 acres--of the region's sawtimber<sup>2/</sup> acreage, and about 45 percent of the

---

<sup>2/</sup> Stands that bear at least 2,000 board-feet per acre. Sawtimber volume is measured in conifers in the 9-inch d.b.h. class and over, and in hardwoods in the 11-inch d.b.h. class and over.

---

total sawtimber volume is to be found on this same acreage.

These high percentage figures actually represent only 82,700 acres and 375 million board-feet of timber. This shows how impoverished the region's forest land is.

Placing the footnote in the text keeps it on the same page with its reference. It makes editing and retyping easier, and often prevents confusion.

## ILLUSTRATIONS

### TABLES

Tabulations are typed as a part of the text, but a numbered table should generally be typed on a separate page. The page containing the table follows the page on which reference to the table is first made. For details on the treatment of tabular material, see Northeastern Forest Experiment Station Paper No. 3, "Tables for Technical Writers."

### FIGURES

Figures ordinarily are photographs, sketches or drawings, maps, or charts. They are numbered consecutively throughout the manuscript.

Figure titles. --Each figure should be on a page separate from the text. The title should be typed or printed under the figure. A short title can be centered under the figure, this way:

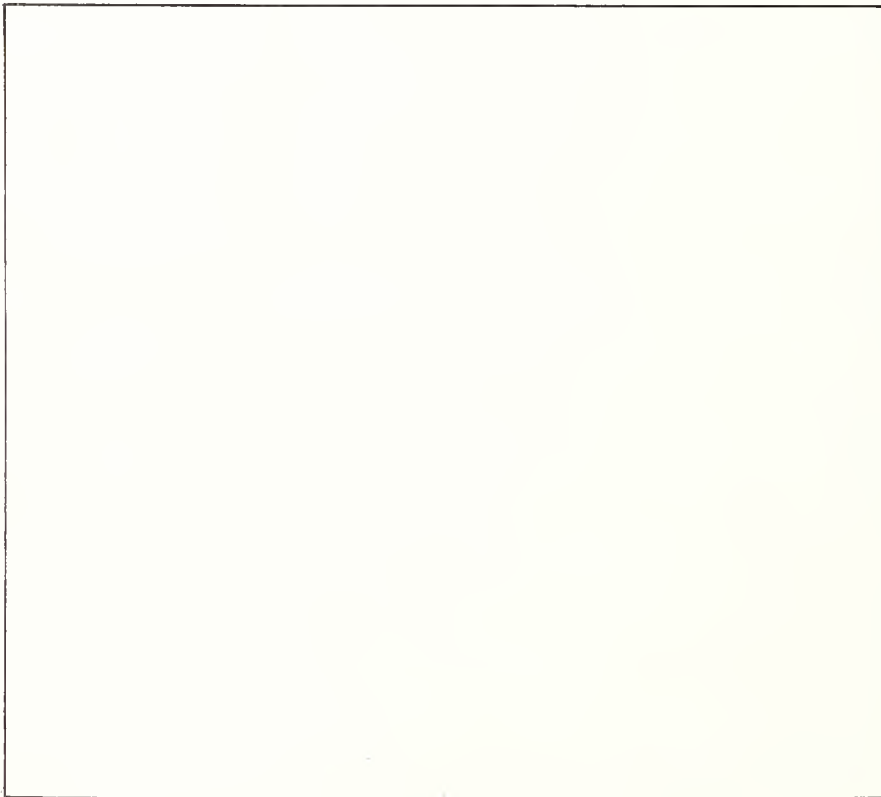


Figure 1. --A white oak sawtimber stand.

If the title runs two lines, center the second line under the first, this way:

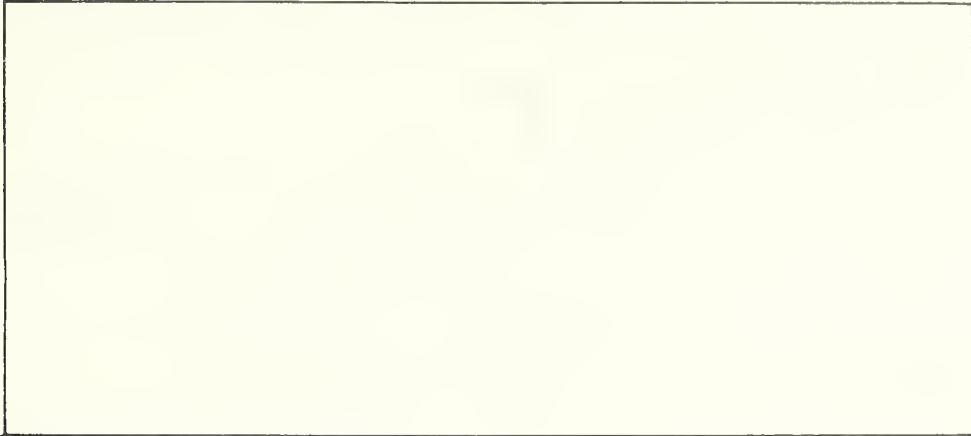


Figure 2.--Wood waste in logging and primary manufacture  
in the New England States.

If the title runs more than two lines, indent the extra lines at the left like this:

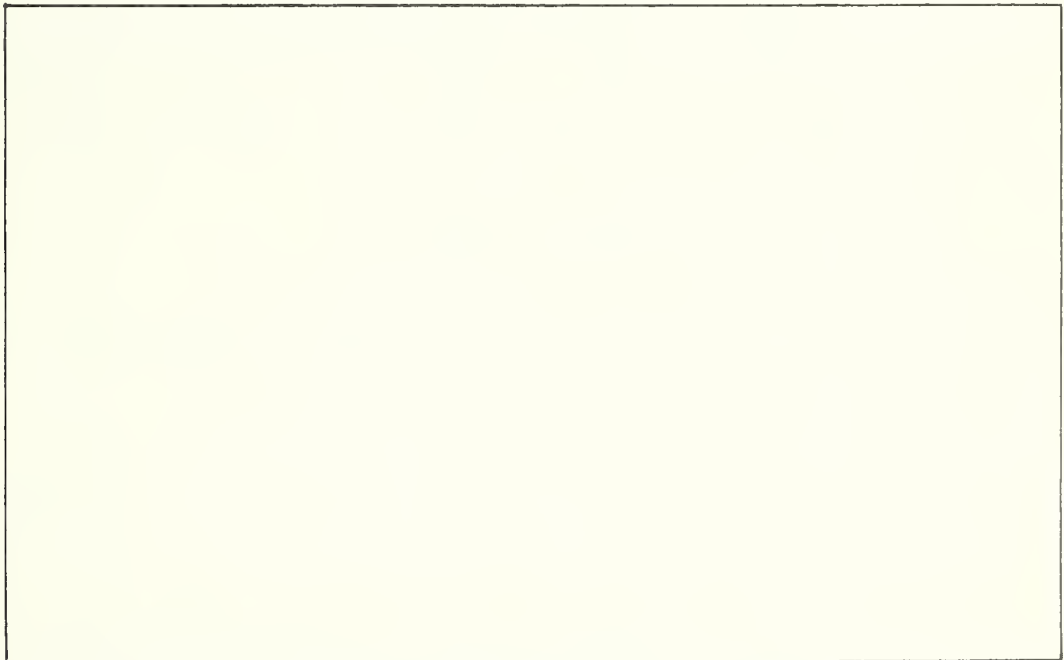


Figure 3.--A selectively cut farm woodlot in Otsego County, New York.  
Mature trees have been harvested, and reproduction is good.  
This woodlot has been fenced to protect it from browsing by  
cattle.

When a figure consists of two or more parts (for example, two photographs), and it is necessary to refer to each part, label the parts A, B, C, etc., with capital italic letters. Then describe each part in the title.  
Example:

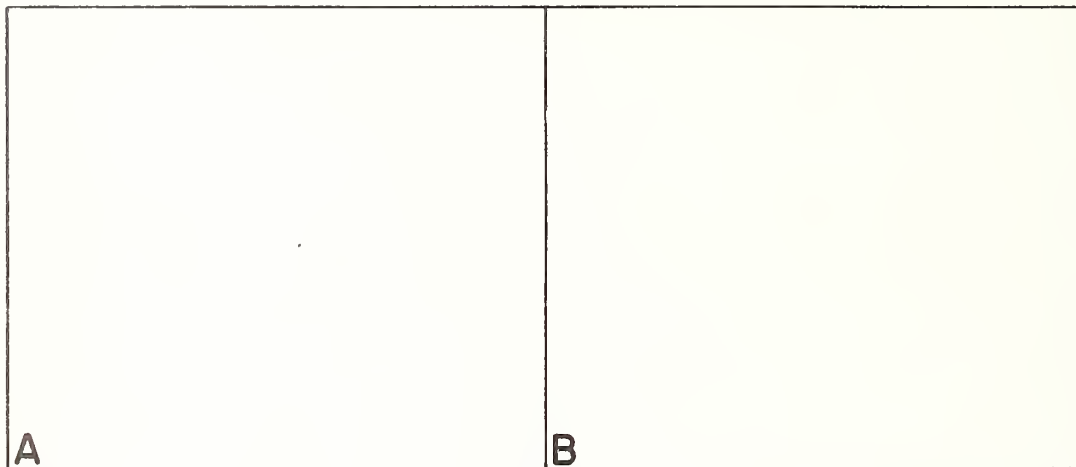


Figure 4.--Effect of budworm on new needles: A, Balsam fir; B, spruce.

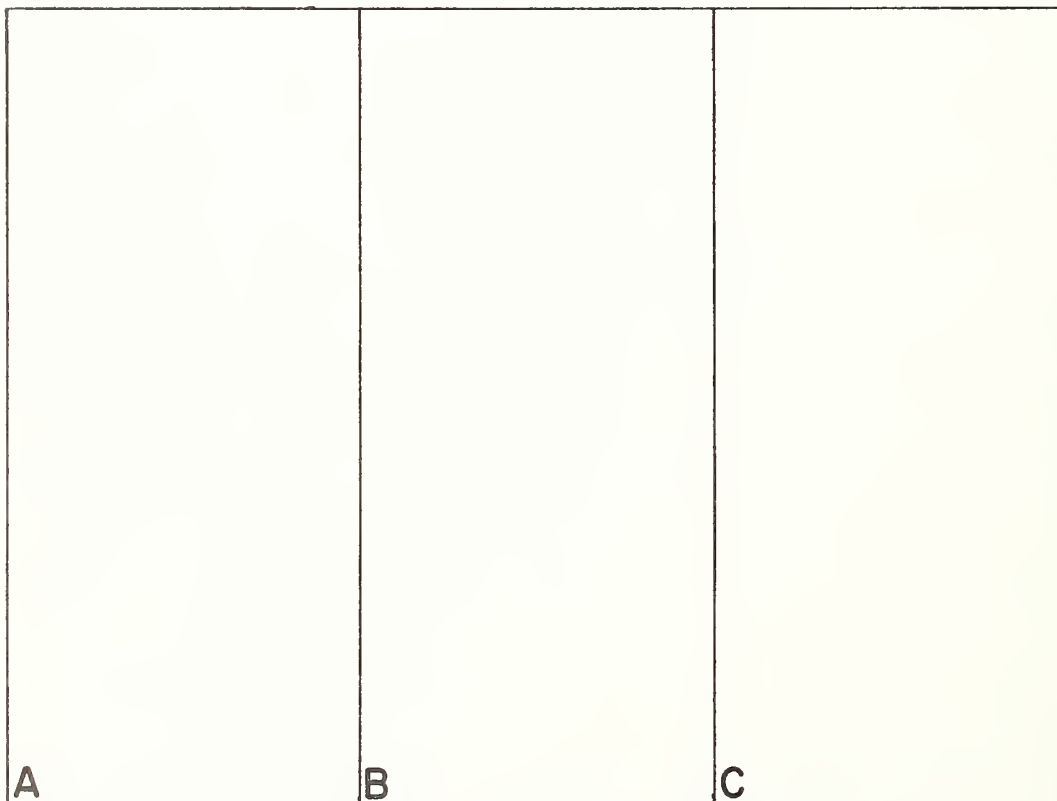


Figure 5.--A, Cross section of red oaks; B, radial section, showing wood rays; C, tangential section.

Reference to illustration in text.--Usually some reference to each figure is made in the text. To make sure that the illustration appears in the publication about where you want it to appear, write the figure title on the text page, following the paragraph in which the figure is mentioned. Set the title off from the text with horizontal lines. Here is a sample passage:

When fires are kept out of these barren areas, arborescent species gradually increase in abundance. The evidence indicates that in about 40 years scrub oak will be almost completely crowded out (fig. 5). This is true on both sites; no significant difference in recovery occurred between sites.

---

Figure 5.--How scrub oak would disappear if fire were kept out.

---

The species that most frequently replace scrub oak are sassafras, red maple, chestnut oak, and red oak. Chestnut is trying to come back, but the blight attacks chestnut stems at an early age and eliminates them from consideration as a future species in the scrub oak areas.

## PHOTOGRAPHS

A glossy-print photograph is best for reproduction. A large print will reproduce better than a small one.

Do not mar in any way a photograph intended for the engraver. Write on the back only, very lightly, using a soft pencil and a hard surface for backing; otherwise the marks will show through. Do not use paper clips; they make an indentation that may show in the reproduction, and they may scratch or tear the surface. Do not use scotch tape; when removed it may tear the surface of the print, and if left on it will show in the reproduction. Do not use paste; it may curl and wrinkle the print. Do not roll or crease a photograph. The best system is to use contact prints in your manuscript copies. Then it will not matter if they are damaged in the course of review, as they often are. Put your large glossy prints for reproduction and your original drawings in a separate cardboard packet, each identified by its figure number.

You can fasten a photograph to a page with rubber cement or gummed photograph corner mountings; or by making slits in the page to hold the corners of the photograph.

If the photograph is filed in the Washington collection and has a permanent photo number, write the photo number above the figure caption, like this:

---

F-234567

Figure 9. --Hurricane damage in a stand of eastern white pine.

---

In addition to the figure captions given in the text and on each page bearing an illustration, the Washington editor likes to have a complete list of figure captions on a separate sheet attached to the back of the manuscript. (Such a list is required for manuscripts sent to the Government Printing Office.) Leave plenty of space between items.

### ITALICS

Underscoring a word or phrase indicates italic. Italic is used to give greater prominence to a word or phrase, and should be used sparingly. In addition to headings that are underscored, italic should be used only for the following:

Scientific names. --The Latin names of species are underscored, but names of groups higher than genera (phyla, classes, orders, families, tribes, etc.) are not underscored. Do not underscore the proper names that follow the scientific names. Examples:

Pinus rigida Miller

Acer saccharun var. nigrum (Michaux) Britton

The family Leguminosae

Illustrations. --In figure titles, letters identifying parts of the illustrations are underscored.

Literature citations. --Literature citation references in the text (1) are underscored.

Table titles. --The titles of tables are generally underscored.

## LITERATURE CITATIONS

An extremely helpful guide to the preparation of literature citations is "How to Prepare Literature Citations for Departmental Use," compiled by Cleo Thornton, Editor, Division of Information and Education, Forest Service, U. S. Department of Agriculture, and issued in 1955. A few important instructions are also given below.

References to literature the author has consulted can be made in two ways: (1) As a list at the end of the manuscript; or (2) as footnotes. All references should be verified from the original, not merely copied from other authors. Too often, the other authors were inaccurate.

### IN LIST

If all the publications listed at the end of the manuscript are mentioned in the text, call the list Literature Cited. If all the publications are not mentioned in the text, call it Bibliography. A list of Literature Cited should contain at least seven references. (If you have less than seven, use them as footnotes.) In general they should be printed matter; books and periodicals.

### Book Citations

A book should include the following items:

- |                           |                          |
|---------------------------|--------------------------|
| 1. Author                 | 5. Pages or volume       |
| 2. Date                   | 6. Illustrations         |
| 3. Title                  | 7. Place of publication. |
| 4. Edition (unless first) |                          |

Example:

(1) Sargent, Charles Sprague.

1905. Manual of the trees of North America. Ed. 2, 818 pp.,  
illus. Boston and New York

### Periodical Citations

A periodical citation should include the following items:

- |                        |                           |
|------------------------|---------------------------|
| 1. Author              | 5. Series (seldom needed) |
| 2. Date                | 6. Volume                 |
| 3. Title of article    | 7. Pages                  |
| 4. Title of periodical | 8. Illustrations.         |

Example:

(3) Little, S.

1945. Influence of fuel types on fire damage. Jour. Forestry 43:  
744-749, illus.

Author. --Type the author's name exactly as it appears in the publication cited, i. e., either with initials, or fully spelled out. Notice the examples above. If there is more than one author, separate the names with commas: Burnham, C. F., Ferree, M. J., and Cunningham, F. E.

An organization can be entered as author when the publication is not ascribed to an individual author. Example:

(21) Union of South Africa Department of Agriculture.

1923. Crown gall in fruit trees. Union So. Africa Dept.  
Agr. Jour. 7: 12-13.

Title of article. --Give the title exactly as it appears in the publication. In typing the title, capitalize only the first word and proper nouns.

Title of periodical. --Abbreviate the names of periodicals and organizations when possible. For accepted abbreviations see pp. 14-24 in "How to Prepare Literature Citations for Departmental Use." Here are some common abbreviations:

U. S. Dept. Agr.	Amer. Jour. Sci.
U. S. Forest Serv.	Jour. Forestry
U. S. Soil Conserv. Serv.	Bot. Gaz.
U. S. Bur. Agr. Econ.	Jour. Agr. Res.
Northeast. Forest Expt. Sta.	Bul. (Bulletin)
Pa. Dept. Forests and Waters	Tech. Note (Technical Note)
Conn. Agr. Expt. Sta.	Cir. (Circular)
Md. State Dept. Forestry	Ann. Rpt. (Annual Report)
Bot. Rev.	Misc. (Miscellaneous)
Plant Physiol.	Pub. (Publication)

Volume and number --Generally the volume of a periodical and the pages are all you need to give for reference. It is not necessary to give: Jour. Forestry 43 (10): 744-749. Jour. Forestry 43: 744-749 is enough.

The number or part of the volume is needed only when each number or part is page-numbered separately: Country Gent. 102 (10): 3-5.

Pages.--When you want to refer to the specific pages, give only the numbers: 744-749. When you want to refer to the whole book or periodical, give the total number of pages, this way: 28 pp.

Method of typing.--Type Literature Cited lists double-space. Arrange the list in alphabetical order, according to author, and give each publication a number. Arrange titles under one author chronologically--see (12) and (13) in sample list that follows. Entries with joint authors follow those by the senior author alone--see (1) and (2)--and are arranged in alphabetical order according to junior author. A line--see (2) and (13)--is used to show repetition of the author's name.

Here is a sample list:

#### Literature Cited

- (1) Bratton, Allen W.

1946. Another spray gun. Jour. Forestry 44: 206.

- (2) \_\_\_\_\_ and Ferguson, R. H.

1945. Use of the spray gun in marking timber. Jour. Forestry  
43: 113-117.

- (3) Cline, A. C.

1935. Improvement cutting and thinning as applied to central New  
England hardwoods. Mass. Forest and Park Assoc. Bul.  
155, 16 pp., illus.

- (4) Flesch, Rudolf.

1946. The art of plain talk. Ed. 3, 210 pp. New York and London.

- (5) Harper, V. L.

1946. Research in management and utilization of forests in  
Pennsylvania. Forest Leaves 36: 7-8.

- (6) Hough, A. F.

1945. Frost pocket and other microclimates in forests of the  
northern Allegheny plateau. Ecol. 26: 235-250.

(7) Hitchcock, A. S.

1935. Manual of the grasses of the United States. 1040 pp., illus.

Washington. (U. S. Dept. Agr. Misc. Pub. 200.)

(8) Illick, Joseph S.

1928. Pennsylvania trees. Ed. 5, 237 pp., illus. Harrisburg.

(9) Lake States Forest Experiment Station.

1940. Light cuttings in hardwoods show high quality increment.

U. S. Forest Serv., Lake States Forest Expt. Sta. Tech.

Note 166, 4 pp.

(10) McIntyre, A. C.

1933. Growth and yield in red oak forests of Pennsylvania.

Pa. Agr. Expt. Sta. Bul. 283. 15 pp., illus.

(11) Maki, T. E., and Way, R. D.

1946. Effects of pre-storage treatment of hardwood and pine

seedlings with a-naphthaleneacetic acid. Bot. Gaz.

108: 219-232.

(12) Simmons, Fred C.

1945. Methods of loading lumber at the rear of small sawmills.

Canada Lumberman 65 (23): 39-40, illus.

(13) \_\_\_\_\_

1946. How to choose and sharpen a crosscut saw. South.

Lumberman 173 (2169): 68-74, illus.

FURTHER EXAMPLES OF LITERATURE CITATIONS  
ARE GIVEN IN "HOW TO PREPARE LITERATURE  
CITATIONS FOR DEPARTMENTAL USE."

Reference in text. -- The references in the text are made by number, in parentheses, and are underscored. If specific pages are given, this information should also be underscored. Example:

The work by Hough (6) in the Kane Experimental Forest and the findings of Taylor (12, p. 3) support this conclusion.

#### IN FOOTNOTES

Literature citations given in footnotes generally include unpublished manuscripts and addresses and processed or mimeographed material. They follow this general form: 3/

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3/ Isaac, L. A., and Meagher, G. S. Natural reproduction on the Tillamook burn two years after the fire. U. S. Forest Serv., Pacific Northwest Forest Expt. Sta. 1936. (Mimeographed.)

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The only difference from other citations is that the date comes last, and you can add specific references to pages, etc., or any other information that the reader will need to find the material. Here are some more examples: 4/ 5/ 6/ 7/ 8/ 9/

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4/ Ineson, F. A., Ferree, M. J., and Robinson, D. F. The anthracite forest region--a problem area. Northeast. Forest Expt. Sta. 1946. (In process of publication by U. S. Dept. Agr.)

5/ U. S. Forest Service and Bureau of Agricultural Economics. Farm forest products. Washington. 1937. (Mimeographed, 8 pp.)

6/ Manns, T. F. Fungi of flax sick soil and flax seed. 1904. (Unpublished master's thesis. Copy on file Dept. of Botany, N. Dak. Agr. Col., Fargo.)

7/ Sowder, A. M., and Marquis, R. W. Timber requirements for veneer and plywood, p. 15. U. S. Forest Service. Washington. 1941.

8/ Society of American Foresters. Report of the committee on forest practice, Allegheny section. 1946. (Mimeographed, 2 pp.)

9/ Spurr, S. H., Littlefield, E. W., and Bess, H. A. Relation of forest site conditions to gypsy moth abundance and forest practices which develop resistance to gypsy moth. 1946. (Unpublished manuscript, Harvard Forest.)

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## NUMERALS

For the use of numerals, see the G.P.O. Style Manual.

### WHEN TO USE NUMERALS

#### 1. Quantities and measurements

##### Age:

6 years old  
52 years 10 months 6 days  
a 3-year-old

##### Time:

4:30 p. m.  
half past 4  
7 minutes

##### Dates:

1947  
March 1947  
March 4, 1947  
February 26 to March 4, 1947

##### Decimals:

0.25 inch  
specific gravity 0.9547  
gage height 10.0 feet

##### Degrees:

Longitude 77°04'06" E.  
10° below zero  
an angle of 45°  
45° to 65° F.

##### Measurements:

110 meters  
about 10 yards  
2 x 4 inches  
1 foot 3 inches  
1½ miles  
6 acres  
40 bushels  
1 gallon

##### Money:

\$3.65; \$0.75; 75 cents  
\$3 per 200 pounds  
3¢ to 5¢  
75 cents apiece

##### Percentages:

12 percent  
25.5 percent  
0.5 percent

##### Proportion:

1 to 4  
1 : 20,000  
1-3-5- or 1 : 3 : 5

##### Unit Modifiers:

5-day week  
10-acre plots  
½-inch pipe

#### 2. In a series in which any one number is 10 or more:

The farmer owned 4 horses and 16 cows.

#### 3. For isolated numbers of 10 or more:

It was 12 times as large.  
They controlled 50 ballots.

#### 4. Fractions in a series:

½ to 1½ acres.

## WHEN TO SPELL OUT

1. Numbers at the beginning of a sentence:

Thirty test plots were established.  
Fifty or sixty miles away is Mt. Chocorua.

2. Numbers mentioned in connection with serious and dignified subjects:

The Thirteen Original States

3. Quantities of measurement less than 10 when separated from the unit of measure:

five successive years  
three poor acres  
two or three separate years

4. Isolated numbers less than 10:

The farmer owned four horses.  
It was eight times as large.

5. Indefinite numbers:

in the early seventies  
between two and three hundred horses

6. Ordinal numbers:

twentieth century  
sixty-sixth birthday

7. Round numbers:

a hundred cows  
a thousand dollars  
one or two million  
forty-odd people

8. Fractions standing alone:

one-half inch  
half an inch  
one-fourth inch  
three-quarters of an inch

In large round numbers, the word million, etc., can be spelled out:

4 million  
25½ million dollars  
2¼ billion

The comma is used in numbers of four or more digits:

324  
1, 324

### PUNCTUATION

Detailed instructions in use of punctuation can be found in the G.P.O. Style Manual and in any good grammar book. The rules given here are those few that are most often abused.

1. In a series of three or more words or phrases use a comma before the "and" or "or":

Growth, drain, and mortality were studied.

2. Put the comma or final period inside the quotation mark:

He said, "I think so."  
"I think so," he said.

3. Put other punctuation marks inside quotation marks only if they are a part of the matter quoted:

The conductor shouted "All aboard!"  
Why call it "a gentleman's agreement"?

4. When using dashes, close them up with the text, like this:

A substantial part--36.4 percent--of the region.....

## DEPARTMENT PUBLICATIONS

Manuscripts submitted to the Washington office for publication by the Department of Agriculture must meet several requirements in addition to the style rules already discussed.

Number of copies. --Four complete copies are required: One ribbon copy on white bond paper, and three carbon copies on lightweight white paper.

Literature citations. --In lists of literature cited, type all book and article titles in small letters:

(14) Lachmund, H. G.

1929. white pine blister rust: a comparison of european with  
north american conditions. U. S. Dept. Agr. Tech.  
Bul. 87, 59 pp., illus.

This is done to distinguish the title from other material in the citation. The title is printed entirely in small capitals.

Illustrations. --Originals of all charts are submitted with the manuscript. If the chart is in rough form, all quantities plotted should be entered on the chart in numerals for the draftsman's convenience. If the photographs used are filed in the Washington office, their numbers should appear with the figure titles. If the photographs are not on file in Washington, the negatives, with temporary numbers, must be submitted, along with the descriptive material required by I & E.





















## OTHER PUBLICATIONS

All publications--scientific journals and other periodicals--have their own style rules and requirements for manuscripts. For most publications the style rules suggested here will be acceptable.

The Journal of Forestry, which is a valuable channel of publication for Forest Service manuscripts, has style rules that differ in some respects from those recommended here. Before submitting a manuscript to the Journal of Forestry, consult the Journal's style manual, "Suggestions for Contributions to the Journal of Forestry," by Henry E. Clepper, managing editor, Society of American Foresters, Washington, D. C.

## COPY-READING SYMBOLS

Copy-reading symbols are the marks made on a manuscript to show changes or corrections. The typist who handles manuscripts should know these symbols and how they are used. Here is a list of the most frequently used symbols, and examples showing how they are used:

	Period
	Comma
	Semicolon
	Colon
	Hyphen
	Dash
	Apostrophe
	Quotation marks
	Capitalize
	Lower case
	Insert
	Take out (delete)
	Transpose
	Paragraph
	No paragraph
	Italics
	Close up space
	Space
	Move to the right
	Move to the left

PERIOD	The northern hardwood type is found only in the northern counties of the Anthracite Region (fig 1) (1)
COMMA	They were replaced by beech, birch, maple, and cherry.
SEMICOLON	Site III occupies a very small area; so samples were taken only on site I and site II.
COLON	The following species: maple, beech, birch, and red oak.
HYPHEN	The practice of clear-cutting has kept the forest from growing the quantity of saw log material it should
DASH	They cover 28.9 percent 922,700 acres of the region's total forest acreage.
APOSTROPHE	Early lumbermen in the 1860s, according to Illick and Frontz, found "valleys, hillsides, and mountains covered
QUOTATION MARK	with dense growth of enormous white pine and hemlock.
CAPITALIZE	It dominates the highlands from Sullivan county on the west to monroe county on the east.
LOWER CASE	Fifty-eight Percent of the Northern Hardwood forests are found in the Farming Areas.
INSERT	A high percentage of cull. (that have) This is due to severe fires swept over many of the stands. The stand-size condition class was also recorded.
DELETE (TAKE OUT)	Each plots was marked for cutting. <del>A total of</del> thirty sample plots were selected. Further study will determine whether <del>or not</del> the demand for mine timbers can <del>be</del> be filled. The goal is better saw logs.
TRANSPOSE	Good forests management is needed. Judicious cutting increases the rate growth. In the sapling and seedling class...

PARAGRAPH	<i>P</i> Indent this sentence to start a new paragraph.
NO PARAGRAPH	<i>No P</i> This should not be indented. It should not start a new paragraph.
ITALICS	An underline under a word indicates <u>italic</u> .
CLOSE UP SPACE	<p>Cl<u>o</u>se up the o<u>p</u>en spac<u>e</u>.</p> <p>This is attributabl<u>e</u> to past mis<u>u</u>se.</p> <p>The other species <u>--</u> red oak and white oak <u>--</u> are valuable.</p>
SPACE OUT	Insert <del>/</del> space where <del>it</del> should be.
MOVE TO THE RIGHT	<i>]</i> Move this over to the right.
MOVE TO THE LEFT	<i>[</i> Move this over to the left.
ABBREVIATE OR USE NUMERALS	<p>... 3.6 inches <u>diameter breast high.</u></p> <p>... in the past <u>ten</u> years.</p> <p>.. <u>one-quarter</u> to <u>one-half</u> acre.</p>
SPELL OUT	<p>... more than <u>25%</u></p> <p>... in the past <u>3</u> years.</p> <p>... less than <u>1/2</u> inch in depth.</p>



